

78-2921/4

7 SEP 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS/DDA
Chief, IPS/DDA
DDA/EEO Officer

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : DDA Office Management Conferences

REFERENCE : Mult Adse Memo fm DDA dtd 27 Jul 78, subj:
Directorate MBO Program for FY 1978 and
FY 1979 (DDA 78-2921)

1. This memorandum, which supplements instructions in para 6 of referent memorandum, forwards the schedules for the October MBO Conferences on regular objectives and on ADP objectives. These MBO schedules are to be distinguished from the October dates for the Office Evaluation Conferences forwarded by DDA memorandum of 24 August 1978 (DDA 78-2921/1).

2. The October Management Conferences on regular objectives will provide the DDA and Office Directors or Staff Chiefs with a forum for final review of selected FY 1978 objectives and a first review of the action plans for FY 1979 objectives. The primary emphasis of the conferences will be on the FY 1979 MBO program. The hour reserved on the calendar for this purpose may not be sufficient time to complete the status review of all the FY 1978 objectives. In that event, an Office or Staff may elect to identify separately on the agenda those FY 1978 objectives to be discussed from those completed objectives requiring no further discussion.

3. In preparation for the MBO Conference on regular objectives, it is requested that each Office and Staff submit to the DDA through the Management and Assessment Staff at least five working days before the conference six copies of:

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SUBJECT: DDA Office Management Conferences

a. FY 1979 initial action plans for new objectives and revised or current action plans for objectives carried over from FY 1978; and

b. FY 1978 final status reports on each of that year's objectives.

4. The ADP MBO Management Conference of the DDA and the Office Directors or Staff Chiefs will review the status of the FY 1978 ADP MBO objectives as of the close of the fourth quarter and action plans for FY 1979. The conference agenda for the FY 1978 objectives will follow the established pattern--updated action plan, status report for each objective, and one-page briefing paper based on status report--and for FY 1979 objectives will review initial action plans. In recognition of the time required for preparation of the consolidated presentation by the Director of ODP, each Office Director is asked to forward one set of the above items to the Chief, Management and Assessment Staff, Room 7C18 Headquarters, and one set to Chief, Management Staff, ODP, Room 2D0105 Headquarters, Attention STAT
no later than 10 October 1978.

STAT
John F. Blake

cc: AI/DDA w/att

Attachment:

Management Conference
Schedules for Regular
and ADP Objectives

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